

Office of Science

**SPEAKER FEEDBACK FORM**

*Please complete this form and return to Speakers Bureau Coordinator, within 5 working days of your speaking engagement.*

Date: \_\_\_\_\_

Speaker: \_\_\_\_\_

Audience: \_\_\_\_\_  
(Type/Size)

How receptive was the audience?

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Were there any media present? Who?

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Did the audience have any prior knowledge of your topic?

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Did you feel prepared? (What could the Speakers Bureau do to help prepare you for future speaking engagements?)

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What questions did you receive?

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Did the audience have any prior knowledge of your topic?

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Were you comfortable with your responses?

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What seemed to work? (Were there any examples, analogies, etc. that seemed effective in getting your message across?)

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Were visuals used/helpful?

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Did you have the necessary audiovisual equipment? (If not, please list what was needed)

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Other comments?

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Thank you for taking time to complete this form. We appreciate your feedback.  
Send completed form to:

Speakers Bureau Coordinator

If we may be of help to you in the future, please do not hesitate to contact the Speakers Bureau Coordinator at (XXX) XXX-XXXX.